



Starting a College HOSA Chapter

Presented by HOSA, UW Chapter
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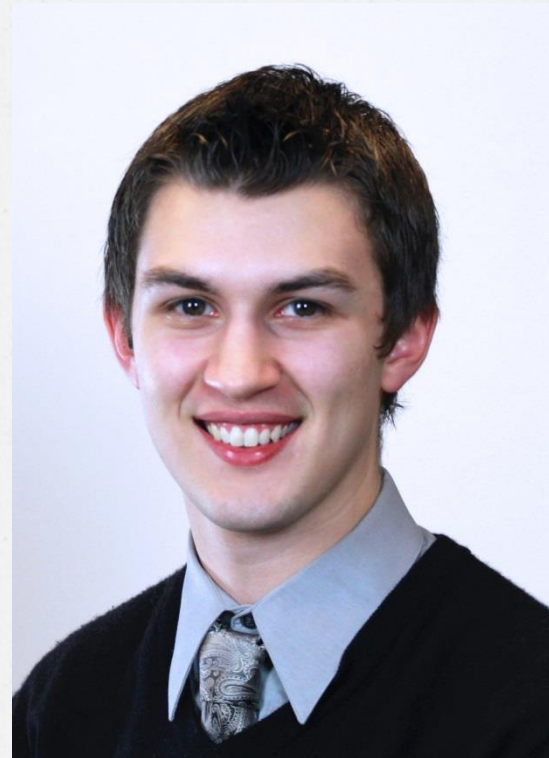
Hannah Lampert

- o HOSA, UW Chapter Vice-President
- o Junior, Biology Major
- o Pre-med
- o ERHS Graduate



Robby Lloyd

- o Born in Yakima, WA
- o HOSA, UW Chapter President
- o Senior, Biology Major
- o Pre-med
- o ERHS Graduate



Our Other Officers

- o Tara Adams (Secretary)
- o Jennifer Wong (Treasurer)
- o Yalan Vu (Historian)

Starting a College HOSA Chapter

- I. Student Government Affiliation
- II. National HOSA Affiliation
- III. Growing your club
- IV. Logistics

Starting a College HOSA Chapter

- I. Student Government Affiliation

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- o Process varies by school
 - o Example: UW
 - o 5 members
 - o Attend a Registered Student Organization (RSO) orientation session
 - o Submit chapter bylaws
 - o How to Start a Postsecondary/Collegiate HOSA Chapter pg. 16-22

Starting Out

- o Consider appointing interim officers
 - o Former HOSA members
 - o Responsible, enthusiastic peers

Starting a College HOSA Chapter

II. National HOSA Affiliation

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- o 5 dues-paying members
 - o Former HOSA members
 - o Responsible, enthusiastic peers
- o Faculty/Staff Advisor (also dues-paying)
- o Chapter bylaws (sourced from How to Start a Postsecondary/Collegiate HOSA Chapter pg. 16-22)

Finding an Advisor

- o Two distinct styles
 - o Interactive, hands-on, involved
 - o Passive, less-involved

Interactive Advisors

- o May have lots of knowledge or experience to lend
 - o Good for getting started
- o May be hard to find
 - o Few and far between
 - o Busy schedules

Passive Advisors

- o May be less excited about HOSA as you
- o May be busy with other projects/clubs
 - o Can be compensated for with diligent founding members
- o Leaves a lot of responsibility up to members and officers

Finding an Advisor

- o Use the advisor request form (How to Start a Postsecondary/Collegiate HOSA Chapter pg. 14)
- o Offer to pay their dues
- o Ask your professors
- o Ask your principal investigator
- o Ask your guidance counselor
- o Ask other campus staff/faculty members
 - o From your department
 - o From pre-health committees

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III. Growing your club

Recruiting Members

- o Tabling on campus
- o Post fliers in dorms, in libraries, in campus buildings, in the student union building
- o Make a website (Weebly is perfect for easy, free website making)
- o Use social media to your advantage
- o Send emails to the biology and pre-health listservs advertising your club
- o Tell your classmates about HOSA
- o Sponsor an on campus event
 - o Doesn't have to be a monetary contribution, manpower is useful too!

Recruiting Members

- o Work on a pitch for your chapter
 - o Practice “elevator speeches”
- o Feel out your audience
 - o Are they interested in service?
Scholarships? Competition?
- o Make HOSA feel more personal than larger on campus pre-health clubs

Fundraising

- o RightResponse first aid kits
- o Chegg affiliate
- o Ask local business to sponsor your club
- o Also ask local businesses to donate products to auction off at a meeting
 - o Kaplan and Princeton Review test prep courses

Starting a College HOSA Chapter

IV. Logistics

Managing Finances

- o Get a safe, reliable mailbox for correspondence with the IRS, bank, and National HOSA
 - o On campus boxes for student organizations
 - o Your dorm address
 - o Make sure to notify your postmaster to accept HOSA mail!

Managing Finances

- o Get an Employer Identification Number (EIN) from the IRS early on
 - o Call the IRS (800)-829-4933
 - o Request an EIN for a Nonprofit entity whose principal activity is community service

Managing Finances

- o With your EIN, open a bank account at a local bank
 - o Consult any banks with branches on campus
 - o Look for a checking account with no fees

Managing Finances

- o Now that you have a bank account, you may collect dues from your members
 - o Acquire a receipt book
 - o Record all monies received
- o Deposit dues into your account
 - o Keep all deposit slips
- o Send a check to National HOSA after registering your chapter online
 - o Keep your check register up-to-date with all deposits and withdrawals

Registering Members

- o Have new members read and sign the HOSA Membership and Dues Payment Agreement (How to Start a Postsecondary/Collegiate HOSA Chapter pg. 15)
- o Keep an up-to-date member list with the secretary
- o Register new members online
 - o Send dues to National HOSA within 30 days

Holding Meetings

- o Look for free meeting space for clubs
- o Use Doodle to create polls to find the best time for meetings
- o Announce your meetings at least one week in advance
 - o Send out a reminder one or two days before

Holding Meetings

- Follow protocol set forth by Guide to Organizing and Managing a HOSA Chapter (pg. 47-48)

Last Thoughts

- o Keep record of everything!
 - o Mismanagement can have serious consequences
- o Stay organized
- o Most importantly... Have fun!

Contact Us

- o Email: hosafhp@uw.edu
- o Website: <http://hosauw.weebly.com>
- o Facebook Page:
www.facebook.com/hosauw

References

- o Guide to Organizing and Managing a HOSA Chapter
(<http://www.hosa.org/sites/default/files/Section%20C%202013%20Final.pdf>)
- o How to Start a Postsecondary/Collegiate HOSA Chapter
(<http://hosa.org/sites/default/files/PSC-Handbook.pdf>)

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Questions?



Thank you!